

# Neighborhood Sustainability Grants

## Application Information and Guidelines



*Terra BIRDS Landscaping Project*



*Compost Crowd Compost Collection Project*



*NAZCCA Climate Change Awareness Project*



*Killip Elementary School Garden Project*

The Neighborhood Sustainability Grant Program was created to inspire creative projects that enhance community sustainability and to foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Annual funding for the grant is subject to availability and is determined according to Sustainability Priority Areas. Grant applications will be accepted once per year.

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# Neighborhood Sustainability Grants

For projects that enhance sustainability and foster community partnerships in Flagstaff

The Sustainability Commission in partnership with the Flagstaff Sustainability Program invites all eligible applicants to apply for this competitive award.

## Grant Application Deadlines

Completed applications must be submitted by September 30<sup>th</sup> of the calendar year.

## Overview

The Neighborhood Sustainability Grant was created to inspire creative projects that enhance community sustainability efforts and foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Individuals, groups of individuals, community groups, educational groups, and not-for-profit organizations (501 C-3) whose projects are within Flagstaff city limits are eligible for awards up to \$5,000.

Each year, the Sustainability Commission invites local community groups and residents to apply for funding. Neighborhood Sustainability Grants can help launch or continue community sustainability projects. Successful projects will further sustainability goals, include education and outreach to the broader community, and will involve volunteer engagement or building community partnerships. Projects in the following areas are encouraged: Climate Action; Building Energy; Food; Public Health; Resilience; Transportation.

## Grants Available

Grants of up to \$5,000 per project are available. Grants are awarded through a competitive process. Projects with multiple funding sources are encouraged.





# Neighborhood Sustainability Project Guidelines

## Eligible Applicants:

1. Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations (501C-3), and locally-owned businesses whose projects align with Sustainability Priority Areas and are within Flagstaff city limits are eligible to apply. Successful applicants are eligible for one grant award every other fiscal year.
2. A maximum of one project will be funded per organization.
3. Applicants must disclose any conflicts of interest.
4. Applicants agree to present a 5-minute overview of their project in person or over videoconference to the Sustainability Commission for consideration. The Commission meets on the fourth Thursday of each month from 4:30-6:30pm at City Hall (211 W. Aspen Avenue) or over Microsoft Teams. Time and date for presentations TBD.

### Grants will NOT be awarded to:

- Political or partisan groups, exclusive clubs or associations.
- Applicants who have failed to successfully carry out a previous grant project, unless appropriate justification is made.
- Applicants that discriminate based on race, color, religion, gender, age, citizenship, non-disqualifying disability, national origin, or sexual orientation.

## Eligible Projects:

1. Applicants must clearly demonstrate their project aligns with the Project Objectives outlined for the Neighborhood Sustainability Grant.
2. Applicants must choose a project category, and clearly demonstrate their project aligns with the Category Objectives: Food; Waste; Climate Action; Building Energy; Transportation; Public Health; Resilience.
3. Projects can be an improvement or expansion of an existing project.
4. Applicants are required to abide by all City, State, and Federal laws and regulations.
5. All application materials will be considered public information.
6. Each applicant should review the Grant Evaluation Criteria (below) to confirm that each criteria is addressed in the application. This will maximize the applicant's score.

### Grant funding CANNOT be used for the following:

- To pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses with more than 50% of funds awarded
- To purchase land or buildings

- To match or augment City-funded projects  
*Exceptions to this policy may be made solely at the discretion of the Sustainability Commission.*

### Grant Awardees Agree to:

1. Meet with the Commission grant liaison or City staff within the first month of the project start date to review the project timeline and goals;
2. Finish the project within a 12-month timeframe;
3. Provide a final report 30 days following the completed project, including photo or video documentation of project (a final report template will be provided);
4. Provide documentation of expenses, for example, scanned copies of all expense receipts (in PDF format);
5. Provide a 5-minute (maximum) project completion presentation to the Sustainability Commission during a meeting in the following year after submitting the final report. Presentations must highlight project accomplishments, new partnerships, project sustainability, and challenges/difficulties faced. Photos are encouraged.

### Grant Evaluation Criteria:

Each grant will be evaluated on the following Evaluation Criteria:

1. Application clarity and completion: Does the applicant answer all application questions clearly and completely? Are all necessary appendices included?
2. Feasibility of budget and timeline: Is the project reasonable to complete within a 12-month period and with the requested funding? Are other funding sources discussed?
3. Conformity with Project Objectives: Does the project meet a minimum of 2 of the 3 Project Objectives described in this packet?
4. Conformity with Category Objectives: Does the project meet a minimum of 2 specified objectives for the chosen category?
5. Project rationale: Does the applicant describe how the project will benefit the neighborhood?
6. Project longevity: Does the applicant describe the lasting impact of the project on the neighborhood? Is the project sustainable over time?
7. Project Innovation: Does the project present a new concept or technology?
8. Weighted Category Score: Certain categories that the Commission and Sustainability Staff have deemed the most important in advancing the Carbon Neutrality Plan will receive a weighted score. More information can be found on page 6.

# Neighborhood Sustainability Project Objectives

## Project Objectives for General Neighborhood Sustainability Projects

All projects should align with at least 2 of the following 3 objectives. The best projects will align with all 3 objectives. In the application, applicants must describe how each objective relates to the activities of the project.

- Volunteer engagement or management.
- Building community partnerships.
- Involve in a meaningful way historically underserved communities, diverse groups, or vulnerable populations.

## Category Objectives

All projects must choose one project category. The best projects align with a minimum of 2 category objectives *in addition to* the overall project objectives listed above. Applicants must describe how each objective relates to the activities of the project.

### Project Categories & Objectives

### Example Projects

#### Food

- Educational outreach: Improves access to and education on healthy, sustainably-grown food including gardens and backyard livestock.
- Increases food recovery efforts that redirect excess food to food-insecure populations.
- Increases pollinator habitat.



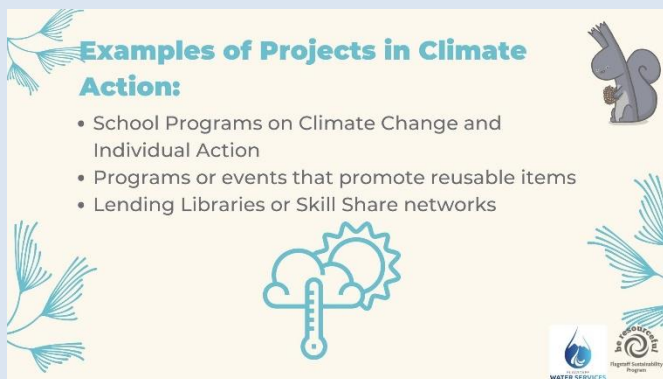
#### Waste

- Educational outreach: Educates and promotes proper recycling and waste prevention behavior.
- Increases recycling and composting opportunities and infrastructure.
- Increases access to sharing economy and reuse opportunities, such as tool lending libraries.



### *Climate Action*

- Educational outreach: Educates participants or community members on impacts on climate change in Flagstaff.
- Reduces greenhouse gas emissions
- Encourages participants or community members to take local climate action through behavior change or community actions.



### *Resilience*

- Educational outreach: Educates community members on resilience and adaptation concepts.
- Provides opportunities for community members to connect with each other, and/or share knowledge and skill sets.
- Strengthens community systems, improving community preparation for or response to extreme weather, economic uncertainty, natural disasters, or other events.



### *Building Energy*

- Educational Outreach: Educates and promotes the conservation of energy in buildings
- Increases access to clean energy in community buildings
- Reduces building energy use



### Public Health

- Educational Outreach: Educates community members on public health as it relates to environmental issues
- Increases accessibility to public health resources
- Improves social environmental conditions in ways that are likely to result in improved public health, or improved preparation against public health emergencies.



### Transportation

- Educational outreach: Educates community members on how to walk, bike, roll, and take transit more often
- Increases access to walking, biking, rolling, and transit options
- Improves neighborhood mobility or transportation systems



## Weighted Grading

The Commission is aiding the Sustainability Section in advancing the Carbon Neutrality Plan by prioritizing and encouraging projects in some categories. Projects in Transportation, Resiliency, Building Energy, and Public Health will receive a 1-point weight added to their scores.



# Support for Grant Writing

The Sustainability Commission provides the following opportunities for support in the grant writing process. We strive for equity and inclusion.

## Application Materials Information + Checklist

- The final pages of this application packet include detailed information about the application materials required for submission. This includes templates for required attachments, such as the budget table.
- Appendix A includes Grant Writing Tips for Success.
- Appendix B includes an application checklist – applicants should use the checklist to make sure their application is complete before submission.
- The Commission provides information about how all grants will be scored. Applicants are encouraged to review the Evaluation Criteria on Page 3 and make sure their application addresses each criteria.

## Online Resources

- All grant application materials, after they are reviewed by the commission, are public. Past grant proposals are available on the [Commission's website](#). Reviewing other grants can be very helpful to see how they are structured, especially for those who have never written a proposal before. Please note the guidelines have had edits since these applications were submitted, and some criteria may look different.
- All awardees are required to submit an end-of-project report. Past years' reports are uploaded on the Commission's website.
- Review these [7 steps for mastering grant writing](#).

## Sustainability Commission's Grant Writing Workshop

- In September, the Sustainability Commission hosts a Grant Writing workshop. Details can be found on the [Commission's website](#).

## Questions about your application?

- We welcome 1-1 conversations about your application so that we may answer any questions you may have. Please email [marissa.molloy@flagstaffaz.gov](mailto:marissa.molloy@flagstaffaz.gov) or call 928-213-2152 with any inquiries.

# Application Submission and Review

## How to submit your application:

1. Complete applications must be submitted by the closing date and time: September 30th by 5:00pm. Applications will not be accepted after this time.
2. Applications are to be submitted via the Survey Monkey link, available on the [Neighborhood Sustainability Grant webpage](#).
3. **We strongly recommend that you review the required application materials in this packet and complete and save a copy of all questions / organize all additional documents to upload before beginning the Survey Monkey application.** You may copy and paste your responses into the required fields. This will avoid the potential for lost information due to connectivity issues.
4. An Application Checklist is provided in the following pages to assist with your application preparation.

## Application Review Process

1. The Commission will evaluate each proposal based on the Evaluation Criteria on Page 3.
2. The Commission reviews all grant applications for the Neighborhood Sustainability Grants and Water Conservation Research Grants and determines awards during their October and November/December meetings. Water Conservation projects are reviewed in November/December and Sustainability projects in October and November/December.
3. All applicants are required to attend and present at the corresponding Sustainability Commission meeting. Meetings are the fourth Thursday of the month, from 4:30-6:30. Applicants have a maximum of 5 minutes to provide an overview of their project.
4. The Commission awards up to \$5,000 per project, based on evaluation of the application, project presentation, and questions answered by the applicant.
5. The Commission makes every effort to award a minimum of one project per category. However, awards are competitive as a whole; it is not guaranteed that all categories will have projects that receive funding.
6. The Commission and the City reserve the right, solely at its discretion, to:
  - Refuse any application or any grant, in whole or in part, for any reason.
  - Require additional information from the applicant prior to making a decision.
7. If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.
8. The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation to the grantee or the artists/contractors involved in the project.
9. Successful applicants must submit a W-9 tax form ([click here](#) to download the form) to [Sustainability@flagstaffaz.gov](mailto:Sustainability@flagstaffaz.gov). Once submitted, applicants will receive grant funds in the form

of a check between six and eight weeks.

# Neighborhood Sustainability Grant Application

All application materials are described in detail here. **We strongly recommend that you complete this application in an offline program and save a copy for yourself.** You can then copy/paste your responses into the SurveyMonkey application link.

## Summary of Project Information:

Project Title:

Contact Person:

Organization (if any):

Contact Address:

Email Address:

Telephone Number:

Project Physical Address:

Tax ID# (if an organization):

Please select your project category:

1- Food; 2- Waste; 3- Climate Action; 4- Resilience; 5- Building Energy; 6- Transportation; 7- Public Health

*\*Note: Please refer to the "Category Objectives" information in the grant application packet to determine which category best fits with your project.*

Please provide one or two sentences that describe the project:

Total Grant Amount Requested (not to exceed \$5,000)

## Project Narrative:

Be concise and clearly describe the proposed project.

- Describe the project and its goals + activities.
- Include a project rationale: describe how the project will benefit the neighborhood.
- Include the geographic area/neighborhoods/communities affected.



- Explain if and how the project is innovative by utilizing a new concept or technology.

### **Project Objectives:**

You will be asked which Project Objectives and Category Objectives align with your project activities.

- For each, describe in appropriate detail how the project activities align with the overall Project Objectives and your chosen Category Objectives. Make sure to specifically address the minimum # of objectives for the overall project and your project category.

### **Community Partners:**

List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each.

- Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization.
- For some projects it may be appropriate to list organizations that you anticipate cooperating with but do not yet have a commitment from. (3 partners requested)

### **Previous Experience / Expected Challenges:**

Briefly describe any expected challenges and how you anticipate overcoming these, including through previous experience. This should be one short paragraph.

### **Project Milestones and Timeline**

Provide a list of project milestones with an approximate timeline for the next 12+ months. Include details necessary to accomplish each milestone.

### **Project Longevity**

Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones. Will the project have a lasting impact on the community?

### **Other Project Details:**

If appropriate, describe the current use of site and relevant ownership details.

### **Optional Upload:**

Upload a map or photo of the site (limit 16MB).

### **Detailed Budget and Budget Narrative:**

Provide the total project budget in detail, specifying which aspects of the project are to be funded by the

Neighborhood Sustainability Grant and include any additional funding sources.

- The narrative should provide a general overview of how the grant funds would be used.
- Applicants should provide specific dollar amounts or, when appropriate, dollar estimates for materials needed.
- Optional: Follow the budget template provided on the following page and upload the saved file into the SurveyMonkey application. Type “see attachment” in the comment box if using this option.

### Community References:

Include at least two independent references with the following information for each:

- Name
- Affiliation
- Occupation
- Phone
- Email

### Optional: Letter(s) of Support:

Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB). Use the following file name: Your Name\_Your Project Title Abbreviated\_Sustainability Grant\_Month Year.

*The online application will ask you to read the following statement and provide an electronic signature:*

I have read and understood the information regarding my application for a Neighborhood Sustainability Grant and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in promotion and publicity of the project.

## Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Many applicants need assistance, but do not leave themselves enough time.
- Review the Evaluation Criteria (this is how you will be scored) and Grant Application Checklist (this lists all of your application materials) before submission.
- Apply early and plan your project accordingly. The grant and project processes may take time, especially if you are proposing a project on city property. For example, a contract may be needed for some projects.
- Ensure your included budget is clear and follows allowable items. For example, ensure that no more than half of your proposed grant is used for artist fees/contractors.
- Be concise and organized. Commissioners and staff read many applications.
- Contact the Flagstaff Sustainability Program with questions.



*Precious Plastics Sled Recycling Program*



Tyler Linner hopes to use his Praxis Plastics company to repurpose broken sleds into new products. Linner teamed up with two other friends, Darren Bingham and Fran Alvarado, on the project.

## Appendix B: Checklist of Required Application Materials:

All application materials are described in detail above. Review this checklist before you submit. If you cannot check off the item, take a few notes about what is missing.

- ☐ Summary of Project Information

Notes: \_\_\_\_\_

- ☐ Project Narrative

Notes: \_\_\_\_\_

- ☐ Project Objectives

Notes: \_\_\_\_\_

- ☐ Community partner information

Notes: \_\_\_\_\_

- ☐ Previous experience / expected challenges

Notes: \_\_\_\_\_

- ☐ Project milestones and timeline

Notes: \_\_\_\_\_

- ☐ Project sustainability

Notes: \_\_\_\_\_

- ☐ Other project details

Notes: \_\_\_\_\_

- ☐ Optional map or photos

Notes: \_\_\_\_\_

- ☐ Detailed budget and budget narrative

Notes: \_\_\_\_\_

- ☐ Community references

Notes: \_\_\_\_\_

- ☐ Optional letters of support

Notes: \_\_\_\_\_



## Appendix C: Optional Budget Table

Copy/fill out and save as a separate document. Upload to your online application.

| BUDGET ITEM DESCRIPTION                       | COMPUTATION |          | Quantity Type | TOTAL COST |
|---|-------------|----------|---------------|------------|
|   | \$/Unit     | Quantity |               |            |
| <b>Supplies and Materials</b>                 |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
| <b>Equipment</b>                              |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
| <b>Other</b>                                  |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
| <b>TOTAL FUNDS REQUESTED</b>                  |             |          |               |            |
| <b>List additional funding sources below.</b> |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
|   |             |          |               |            |
| <b>TOTAL ESTIMATED PROJECT COSTS</b>          |             |          |               |            |